

# Learning Project Manager

Job ID  
REQ-10015616  
Jul 15, 2024  
Mexico

## Summary

The LPM serves as the primary liaison with key stakeholders throughout all phases of learning projects. This includes initial discussions on learning solution requirements, project scoping, through to the final delivery and project conclusion. The goal is to establish and nurture trust with stakeholders, fostering a continuous business relationship.

## About the Role

The Learning Project Manager (LPM) role is pivotal within the GBS LEARNING team. The LPM serves as the primary liaison with key stakeholders throughout all phases of learning projects. This includes initial discussions on learning solution requirements, project scoping, through to the final delivery and project conclusion. The goal is to establish and nurture trust with stakeholders, fostering a continuous business relationship.

The LPM is a seasoned and resourceful expert in Learning & Development (L&D), adept at operating in multicultural, global, and complex environments, and skilled in engaging with global senior stakeholders.

Responsible for delivering business learning solutions, the LPM leverages a profound understanding and extensive experience in adult learning theory, learning design principles, L&D best practices, and the latest trends. They are also proficient in project management methodologies.

The LPM is adaptable and flexible, thrives in ambiguous and evolving environments, and is decisive and autonomous, all while contributing to a dynamic, high-performance team.

Lastly, the LPM is curious and tech-savvy, an early adopter of digital tools, and has substantial experience with both basic-user and advanced software, programs, and web-based tools.

Some responsibilities of the LPM include, but are not limited to:

- Conduct comprehensive learning needs analysis to identify skill and capability gaps.
- Scope and/or rescoping learning projects, ensuring clear and detailed project plans, learning objectives, specific timelines, and top-quality deliverables.
- Apply adult learning principles and L&D best practices to enhance learner engagement.
- Utilize project management methodologies and tools to ensure efficient project execution.
- Maintain clear and consistent communication with global partners and stakeholders.
- Foster sustainable relationships with internal and external collaborators.
- Develop and manage evaluation strategies to measure learning outcomes.
- Oversee the localization and translation of learning materials for diverse audiences.
- Manage vendor selection processes to align with project requirements.

- Design, prepare and deliver 'Train-the-Trainer' sessions to empower internal trainers.
- Keep abreast of the latest trends in Learning Systems and Technologies.
- Implement learning-oriented sites to support in-house education.
- Lead the development of Learning projects, coordinating efforts at regional or global levels.
- Collaborate with L&D super user communities across regions.
- Share project management best practices to enhance team performance.

### **Requirements:**

#### **Project Management:**

- Strong project management experience: At least 5 years of experience in a similar position and in global organizations.
- Ability to manage multiple projects simultaneously.
- Experience managing vendors in the delivery of client solutions.
- Certification in project management is a plus.

#### **Functional Skills:**

- Advanced English proficiency.
- Strong knowledge and experience: at least 8 years of experience in L&D, including, but not limited to, instructional design, training, and learning experience design.
- Excellent facilitation and presentation skills.
- Experience working with learning management systems or learner experience platforms.
- Knowledge and experience working with authoring tools and other content creation software.

#### **Technical Skills:**

- Curious and tech-savvy.
- Early adopter of digital tools.
- Solid experience working with basic-user software.
- Solid experience working with advanced software, programs, and web-based tools.

#### **Stakeholder Management:**

- Excellent Communication and Stakeholder Management skills. Comfortable dealing with global senior stakeholders.

#### **Organizational and Leadership Skills:**

- Highly resourceful.
- Organized.
- Decision-making.
- Problem-solving.
- Negotiation skills.
- Leadership. Effective leadership skills with an ability to manage non-direct reports within a matrix organization.
- Experience leading people is desirable, but not mandatory.

#### **Adaptability and Flexibility:**

- Adaptable, resilient, and flexible.

- Comfortable with ambiguity, complexity, and changing environments.
- Comfortable working autonomously.
- Self-starter with a high level of adaptability.

### **Industry Knowledge:**

- Previous experience or knowledge of the pharma or health care industry is a plus.

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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